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Government  
Education

of Ontario  
Keeper of  
the Record



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# The Archives of Ontario Keeper of the Record

William Ormsby  
Archivist of Ontario



## Mandate and Responsibilities

Concern for the preservation of Ontario's documentary heritage led to the establishment of a provincial archives in 1903. Today, under the authority of the Archives Act, the Archives of Ontario serves Ontario's government and public as part of the Ministry of Culture and Recreation. It is responsible for acquiring all types of records and documents relating to Ontario, preserving these records for posterity and making them available for government and public research use. Through the government's records management programme, the Government Records Section within the Archives monitors and regulates the final disposition of provincial government records. The Private Manuscripts Section is responsible for private material acquired through donation or purchase.

## Facilities and Services



The Archives is located at 77 Grenville Street, Toronto, just north of the intersection of Bay and College streets and across the road from Women's College Hospital. The holdings are maintained on six floors of stacks which are secure and climate controlled. Preservation of materials is facilitated by continuous dust and light filtration and the use of acid-free document containers. The Archives has a specially equipped conservation unit, a photographic laboratory and microfilm and photostat facilities.



Each service provides important technical support to ensure the preservation of Ontario's documentary heritage and to assist in making it available to the widest possible public.

The Reading Room and display area are open to the public Monday to Friday from 8:30 a.m. to 5:00 p.m. October to May and 8:15 a.m. to 4:30 p.m. June to September. The Archives is closed on Sundays and statutory holidays. Registration at the reference desk is necessary before the public can use documents in the main Reading Room or in the supplementary public reference areas in the Map and Picture Collections and in the tape auditing room. Extended evening and Saturday hours in the main Reading Room are available only to registered researchers who have placed formal requests for material during business hours.

Card catalogues, finding aids and other research guides are located in the Reading Room. The Archives' professional staff is available for research consultation during business hours. For those who are unable to make a personal visit the Archives will provide limited reference service by letter. The Archives' staff will advise ministries, individuals and organizations on the selection and care of documents and on the establishment of archives' programmes. Within the limits of its resources, the Archives of Ontario will prepare displays of records from its holdings for community and other special occasions upon request.

A range of copying services is available for users and donors of original manuscript materials. The staff will advise on the most suitable form of reproduction. The Archives reserves the right to limit the number of copies. When required the Archivist of Ontario can certify copies for specialized legal and administrative purposes.

## Acquisitions

The Archives of Ontario is committed to the most efficient and complete preservation of Ontario's public record. Through donation, purchase, copy loans, interviews and the government's records management programme, the Archives continually acquires records of permanent value to Ontario.

The Archives needs your co-operation to prevent deterioration, loss or alienation of Ontario's documentary heritage. We encourage you to bring to our attention Ontario family papers, diaries, photographs, newspapers, tape recordings, church and school records, municipal records, political papers, business and society records which document Ontario's past. The Archives' staff can advise on the appropriate deposit arrangements for such records.

## Government Records

Under the provisions of the Archives Act and through the operation of the government's records management programme the Archives selects for permanent preservation significant records created by the Government of Ontario. Since 1966 the average annual intake of records has been 3,500 feet.

The archival records of each ministry are arranged in separate record groups. Government records archivists are responsible for a number of related archival record groups and have a specialized knowledge of the types of records each ministry creates.

The Archives of Ontario has original records from virtually every past and present government ministry and agency. Significant municipal records (R.G. 21) and local school board records (R.G. 51) are also part of the Government Records Section. Some of the important record groups are:



- R.G. 1 Ministry of Natural Resources and its predecessors, 1766-1975  
R.G. 2 Ministry of Education, 1815-1976  
R.G. 3 Cabinet Office and Premier, 1867-1976  
R.G. 22 Court Records, 1787-1958  
R.G. 7 Ministry of Labour, 1916-1975  
R.G. 10 Ministry of Health, 1841-1973

Records older than 30 years are, in most cases, open for public research use. Permission to consult records less than 30 years old must, generally speaking, be obtained from the responsible ministry or agency.

Copy/ Proclamation  
Francis Gore, Esq. Lt. Governor of the Province of  
Upper Canada &c. &c. &c.  
Do all to whom these Presents shall come - Greeting:  
That whereas persons who were re-

Whereas there are diverse persons who were resident  
in the British Colonies in America before the breaking out of  
the American War, who joined the Royal Standard  
previous to the Treaty of Separation in the year 1783, and  
who having resided in this Province on, or before the 28<sup>th</sup> day  
of July 1783, and who have continued to reside therein  
since that period: but have neglected to obtain in due  
time the insertion of their Names in the U. S. List, or have  
been superseded from the same, and are thereby deprived  
of the advantages intended to be bestowed by His Majesty  
on the numerous class of subjects.

And Whereas, there are other persons, who in like manner did join the R<sup>d</sup>. Standard and who were also resident in this Province on a before 28 July 1798. but have since died without having their names inscribed on that list, whereby their children become deprived of the privileges that they would otherwise have derived from this Majesty's County.

Now know ye, that Francis Gore, Esq. Gov.  
as aforesaid, solicitors to promote the welfare, and  
happiness, of His Majesty's Subjects of every description in  
this Province, more especially of those who have so strongly  
manifested their attachment and loyalty to His Majesty,  
and also collectors ~~in general~~ <sup>in general</sup> ~~that~~ <sup>and</sup> ~~well~~ <sup>that</sup> the children  
of such persons, who, when alive, were entitled to have been  
placed











## Records Management

Archives' records analysts review all records schedules submitted to the Archives of Ontario from ministries, agencies, boards and commissions of the Ontario Government. Upon request the analysts provide them with advice on records management and assist in the development of standard guidelines for records management. Their responsibilities include participation in both the development and delivery of the government's records management training programme.

## Private Manuscripts

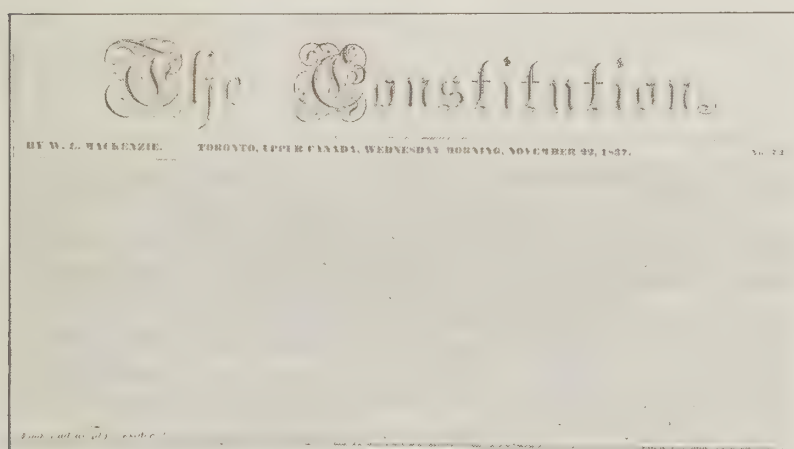
The Private Manuscripts Section has 5,000 feet of correspondence, diaries, ledgers, scrapbooks and other records of prominent individuals and families who lived in Ontario or contributed to the development of the province in significant ways. These include politicians, clergymen, businessmen, pioneers, writers and members of the professions. Notable collections are the papers of John Graves Simcoe and the explorer David Thompson, the correspondence and scrapbooks of Edward Blake and the papers of Sir Aemilius Irving, a leading legal figure.

The Archives also acquires the corporate records of various Ontario organizations, societies, associations and commercial enterprises. Typical representatives of corporate records are the Ontario Society of Artists, MacLean-Hunter Ltd., the Toronto Typographical Union and the Ontario Provincial Council of Women.

Records from each individual and corporate source are kept together as separate collections. Collections are organized on paper into manuscript groups by subject, such as agriculture, transportation and local history. Subjects are assigned to archivists who have expertise in that area. In most cases, use is unrestricted.



The Private Manuscripts' newspaper collection comprises 1318 mastheads of Ontario and its predecessors, Upper Canada and Canada West. A total of 620 mastheads of papers with Ontario interest published outside the Province complement the main collection. Most of the newspaper holdings are in microfilm format. In addition, a substantial number, mostly from the nineteenth century, are in hard copy. For the last twenty years the Archives has routinely filmed Ontario newspapers, particularly twentieth century files which have been acquired by donation, loan or purchase.



## Picture Collection

The Picture collection contains thousands of photographs, posters, broadsides, sketches and water colours portraying a broad spectrum of Ontario life since the 1790's. The Archives acquires complete collections of pictorial material as well as individual items of special thematic interest or documentary value.

Notable collections are the Simcoe and Burrowes Sketches and the M. O. Hammond and John Boyd Photographic Collections. Architectural drawings located in the Picture Collection include archival drawings from the Department of Public Works and the notable Horwood Collection of over 10,000 architectural drawings dating from 1829. The Picture Collection's subject index on aperture cards includes a 35mm transparency of each picture. Photographic reproductions from the collection are prepared in the Archives' photographic laboratory.



## Map Collection

The Map Collection holds over 180 volumes and over 22,000 cartographic documents relating to Ontario (Quebec, Upper Canada, Canada West). Included are early plans of the Surveyor General's Office, c. 1784-1820, some of which show lot ownership, and the county maps and atlases, c. 1860-1880, with a wide range of cultural information. Of special interest are the John Graves Simcoe, David Thompson, Thomas Talbot and Canada Company maps and plans, most of which are land surveys. We also have substantial holdings of topographic, hydrographic, geological, transportation, timber and fire insurance maps, charts and plans. There are duplicate area/author/subject catalogues, supplemented by lists, in the Reading Room and Map Collection.



## Tape Collection

The Archives' collection of over 700 sound tapes is growing rapidly with sound recordings acquired from private donors, oral history projects and through the government's records management programme. The collection includes numerous radio broadcast tapes, autobiographical interviews and local history/folklore. Some examples are radio programmes by freelance broadcaster Miller Stewart, autobiographical interviews with dozens of prominent Canadians by A. M. (Sandy) Nicholson,



local history/folklore tapes from Pickering Township and Manitoulin Island and interviews of the Multicultural History Society. The Archives has tape recordings in some record groups.

Tapes may be listened to on the appropriate equipment in the tape audit room. Where possible, copies can be prepared on the cassette copier.

## The Library

The Library provides reference service for registered researchers using primary materials in the Archives' Reading Room and provides specialized, professional handling of Ontarian and other printed archival material.

In its research and reference collections, the Library maintains thousands of titles in the form of Legislative publications, Ontario government reports, histories (local and general), biographies, specialized studies, directories, almanacs and army lists and over 12,000 titles of rare and ephemeral pamphlet items. Also included are significant publications on archival practice, records management and methodologies of conservation. Within the extensive collection of serials are the periodical publications of local historical societies and the professional journals of the Society of Archivists (U.K.), the Society of American Archivists, the Association of Canadian Archivists and various national oral history associations.

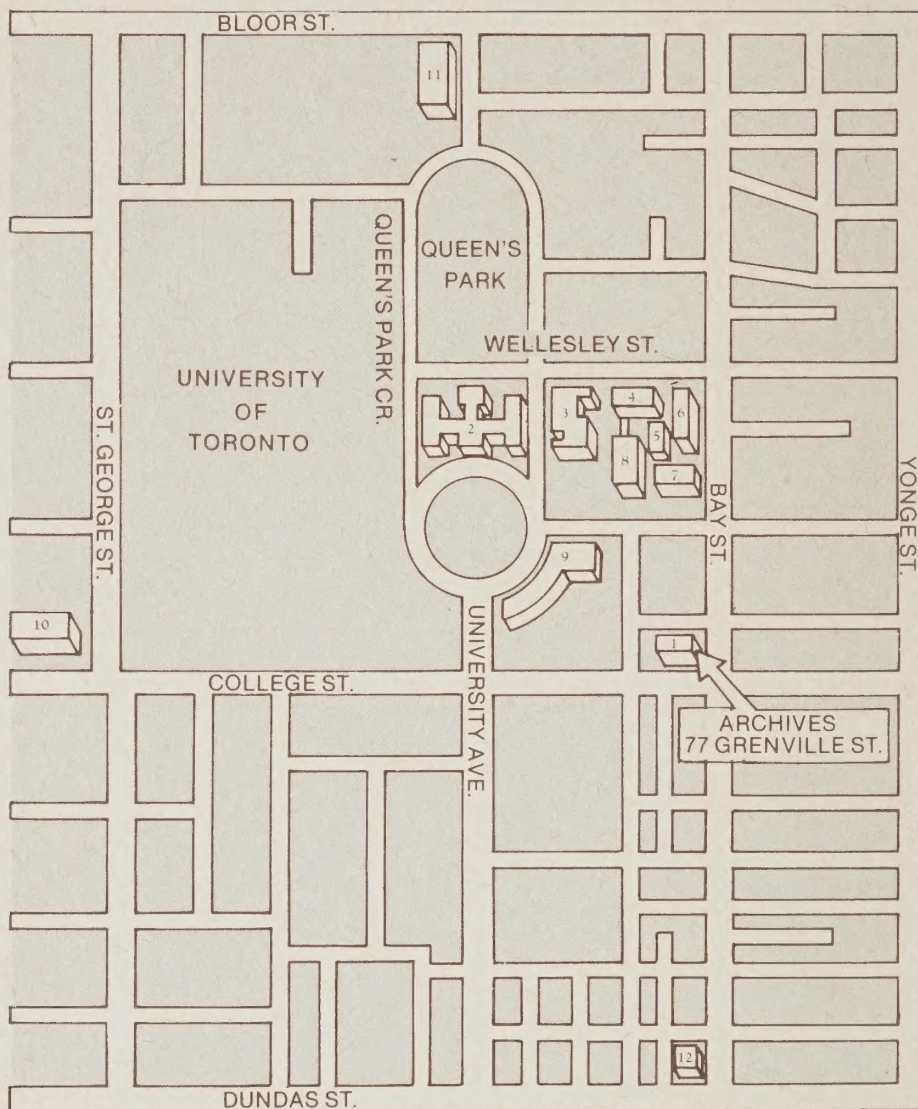
Because of the rare nature of the holdings and their constant use, inter-library loans are not permitted. Reproductions are allowed only if there is no danger of damage to the original publication.

Our resources are the basis for exploring numerous aspects of Ontario's Heritage. If you are interested in Ontario's Documentary past please visit us.

Enquiries are always welcome.



# Archives of Ontario



- 1 PROVINCIAL ARCHIVES
- 2 PARLIAMENT BUILDINGS
- 3 WHITNEY BLOCK
- 4 FERGUSON BLOCK
- 5 MACDONALD BLOCK
- 6 HEARST BLOCK
- 7 MOWAT BLOCK
- 8 HEPBURN BLOCK
- 9 FROST BUILDING
- 10 CENTRAL REFERENCE LIBRARY
- 11 ROYAL ONTARIO MUSEUM
- 12 BUS TERMINAL

Location and Mailing Address:  
 77 Grenville Street Queen's Park,  
 Toronto, Ontario M7A 2R9  
 965-6882 (government inquiries).  
 965-4030 (general inquiries).



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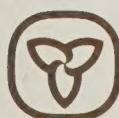
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Page 9 *The Constitution*. Newspaper collection.

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H. J. and W. A. Browne. Map Collection, D-11.



Ontario

Ministry of Archives  
Culture and of  
Recreation Ontario

Hon. Reuben C. Baetz  
Minister  
Douglas Wright  
Deputy Minister



